

18 April 1980

STATINTL MEMORANDUM FOR: [REDACTED]
25X1A APEX Security Advisor

STATINTL FROM: [REDACTED]
Independent Contractor

SUBJECT: Progress Report

1. Attendant to identifying a meaningful sample of the Agency population to be surveyed, considerable time has been spent in discussions with registry personnel throughout CIA. This resulted in discarding several original ideas, however, now I believe we can move ahead with one idea which will produce sufficient flow data for analysis.

2. While the large SCI user populations of NFAC, OD&E, and NPIC are being excluded from this study, I intend to use their respective registries to assist in the project. NFAC with its OCR and PPG registries, OD&E and the NPIC registries are the primary movers of SI/TK documents, publications, and electrical transmissions. Similarly, they are responsible for most of the dissemination of SI/TK to those components of CIA outside of NFAC and NPIC. Through them I believe we can monitor the greatest number of people accessing SCI materials in the shortest period of time. All registry Chiefs have agreed to assist in the study and this is where we will go from here.

3. Requests (sample attached) are being prepared for Office Chiefs to utilize their registry services during May, the period of the study. I will instruct the registry personnel involved and personally assist throughout that time frame in identifying the documents to which we will tag with a flow record (rough sample attached) and a notice of document accountability (attached) outlining instructions for the user of the document. They will be instructed to note their access to the material with name, date/time in,

date/time out. They will be asked to detach the flow record and return it to the originating registry when a document is either filed or destroyed, but in any event not later than 30 May even if the document is still being actively used or circulated. This will provide us with a sampling of the DDO, DDA, DDS&T, OTS and ORD, and so forth.

4. During this period I will personally work with the smaller registries of the DDA, OS (only 25 or so SCI documents so far this year), OP, OSO, OTR, etc. to sample any SCI flow originating from sources other than NFAC and NPIC.

5. Additionally, I will attempt to survey selected electronically transmitted messages because they receive wide distribution (and reproduction), contain more perishable information, and are routed more quickly so that survey returns would be more timely.

6. During the week of 21 April I will again visit OCR, OD&E, and PPG and provide them with instructions. I will also go to NPIC and look at their registry and document control/dissemination operation. It is slowly taking shape.




25X1A

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